



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (G)**

**\$2,258 – \$2,745**

**EXECUTIVE OFFICE**

**300 Capitol Mall - Sacramento**

The Department of Insurance is seeking an experienced employee to serve as secretary and back-up receptionist in the Insurance Commissioner's Executive Office. The successful candidate must have outstanding interpersonal, organizational, and communication skills.

### **RESPONSIBILITIES:**

The Office Technician will provide technical and clerical back-up support to the Executive Office staff. Duties include: independently compose, edit and type letters, Form 5's, reports and documents; assist in the scheduling and preparation of meetings, including gathering and organizing meeting materials; back-up person to the front desk during breaks, lunch and when the receptionist is absent; answer and screen telephone calls; responsible for monitoring, recording, and reviewing Executive Office staff attendance records for accuracy; maintaining office supply inventory and filing systems; updating office procedure manual and staff rosters as necessary; and other administrative/secretarial related duties.

### **DESIRABLE QUALIFICATIONS:**

The successful candidate must have excellent interpersonal, organizational, and communication skills; computer knowledge and experience (Microsoft Word, Access and Excel); a demonstrated ability to exercise tact, diplomacy and good judgement at all times; ability to handle and answer sensitive questions from consumers, government officials, insurance company executives, departmental employees, and Executive Staff. Ability to maintain a courteous and professional demeanor at all times, and to handle multiple assignments efficiently and in a timely manner is strongly desired.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Priscilla Molina, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "OT #101-1138-001" on the State application.** For additional information, please call (916) 492-3260.

**FINAL FILING DATE:**        **August 14, 2000 or until filled**

**NOTE:**    Interested individuals, including list eligible, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

8/3/00